

# NTREIS Listings Sidebar Instructions

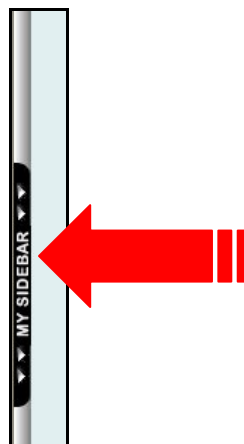
The NTREIS Listings **Sidebar** contains content that can be easily accessed by users.

The **Sidebar** is collapsible and can be opened by clicking on the arrows to the right to display its controls (MLS Links, My Links, Prospect Watch and Inventory Watch). The Sidebar can be closed by again clicking on the arrows to the right.



## Steps for Opening the Sidebar and accessing the 4 Sections

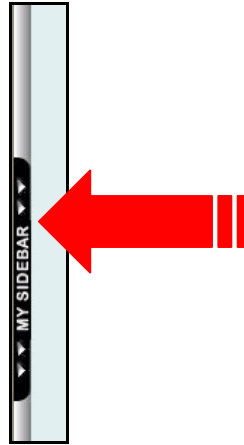
**Step 1:** Click on the arrows on the black Sidebar control.



Many of the content sections will offer users additional personalization options or preferences controlled directly from within the content elements themselves.

## Setting Sidebar Preferences

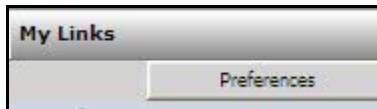
**Step 1:** Open the Sidebar by clicking on the arrows on the left side of any NTREIS Listings screen.



**Step 2:** Click on any of the following Sidebar options (My Links, Prospect Watch or Inventory Watch).



**Step 3:** Click on the “Preferences” button.



## MLS Links

**MLS Links** are links to websites maintained by NTREIS and are available to all users.

## My Links

**My Links** are links the user can place in the sidebar as their own favorites using the preferences option to configure.

### **Steps to add My Links**

**Step 1:** Click on the “Preferences” button.



A **New Category** must first be created before the users can add a link to this section.

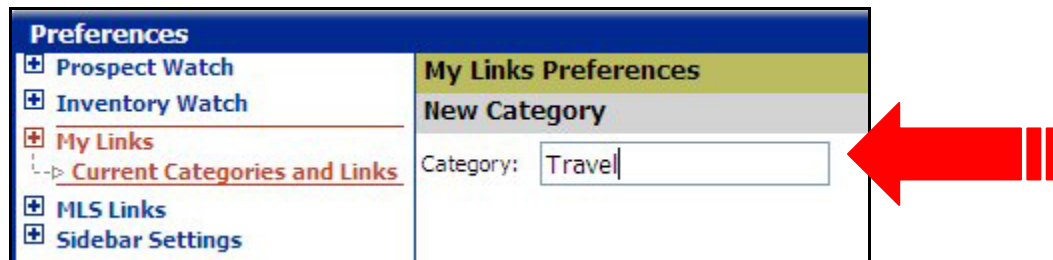
**Step 2:** Click on the “New Category” button.



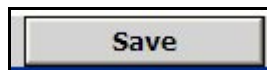
### Steps to add a new Category

**Step 1:** Enter the category name into the “Category” box (for example, “Travel.”)  
Note: *Multiple categories can be added although each category must be created one at a time*

Examples of a **Category** could include travel, news – virtually anything the user desires.

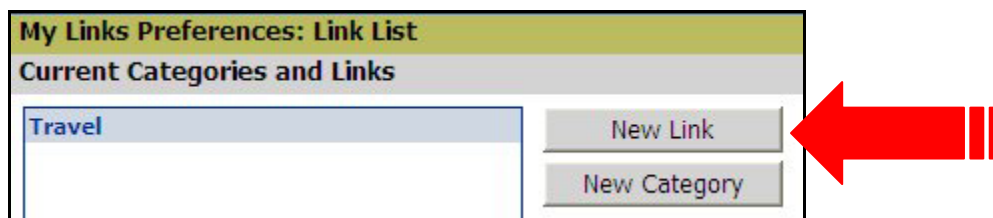


**Step 2:** Click on the “Save” button at the bottom of the screen.

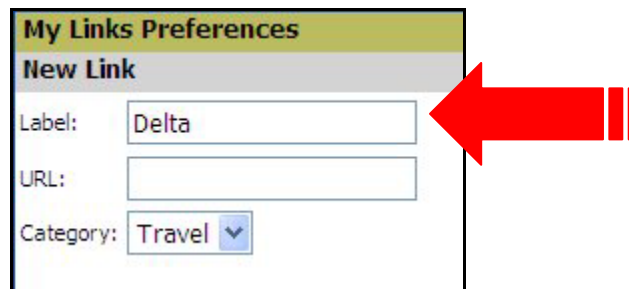


### Steps to add Links to the “My Links” section

**Step 1:** Click on the “New Link” button in Preferences.

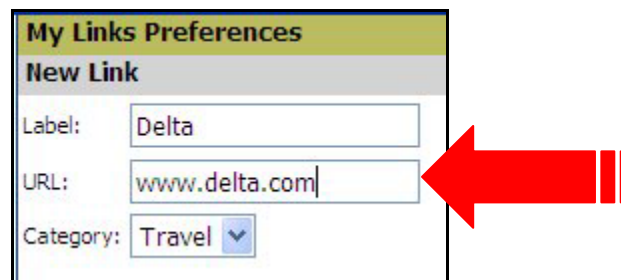


**Step 2:** Type in a name for your **New Link** in the **Label** text box (example “Delta”)



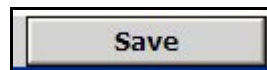
My Links Preferences  
New Link  
Label: Delta  
URL:  
Category: Travel

**Step 3:** Type in the **URL** for that **Label** (example www.delta.com) in the text box.

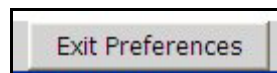


My Links Preferences  
New Link  
Label: Delta  
URL: www.delta.com  
Category: Travel

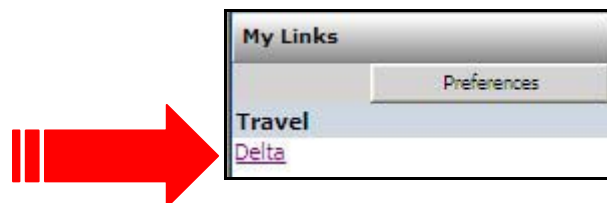
**Step 4:** Click the “Save” button at the bottom of the screen.



**Step 5:** Click the “Exit Preferences” button when done.



You will then notice your **categories** and all **links** will appear in the “My Links” section of the sidebar. Click on the underlined link and the user will be taken to that site.



## Prospect Watch

**Prospect Watch** allows the user to view prospect listing matches from searches and prospects they have already configured within NTREIS Listings.

## Steps to access Prospect Watch

**Step 1:** Click on “Prospect Watch” section button.



Prospect names will appear with number of listings found by date.

**Step 2:** To view listing(s), click on the number link.

Listings will appear as an Agent Full Report.

## Inventory Watch

**Inventory Watch** allows the user to view their inventory. The type of inventory viewed can be selected by choosing the preferences option to configure.

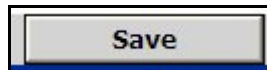
### Steps to set Inventory Watch Preferences

**Step 1:** Click the “Preferences” button from Inventory Watch section.

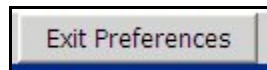


**Step 2:** Highlight Status desired from “Available Options” and then click on the right arrow moving status into “My Selected Options.”

**Step 3:** Click on the “Save” button at the bottom of the screen.



**Step 4:** Click on the “Exit Preferences” button on the bottom left of the screen.



The statuses you have selected will appear below the “Inventory Watch” button with a number link, the count of properties by status. (You can have all the available status options or just a few – it’s entirely up to you).

Clicking on the number link will display your listings for the selected statuses.